

## **14.0 INSPECTIONS**

Regular inspections of active field work areas, including remediation projects and site support operations, shall be conducted to identify and correct potential worksite hazards as outlined below. The inspections shall be comprehensive and include such areas as project trailers, offices, vehicles, and sanitary facilities. A sample site inspection form is shown in Figure 14-1. This form may be modified as desired to reflect task- or site-specific health and safety issues.

Separate inspections are not required for support operations such as quality assurance and quality control, PMC oversight tasks, and service and maintenance Subcontractor work operations. These support operations shall be included in the inspection program of the primary PMC Subcontractor controlling the site operations and facilities.

Administrative operations such as the PMC office and warehouse areas have less frequent inspection requirements as the working conditions and work practices in these areas are not expected to change as rapidly as active field work areas. The PMC trailer and warehouse areas will be inspected monthly (fire extinguishers and first aid kits) and quarterly in accordance with FWENC Environmental Health and Safety Program Manual, EHS 3-3, Section 5.7, Office/Warehouse Inspections.

### **14.1 Daily Inspections (Health and Safety Supervisor or Designee)**

The PMC Subcontractor shall perform daily informal inspections of their active field work area(s). The inspection shall cover workplace conditions, physical facility safety, and employee work practices. The inspection, conducted by the Subcontractor HSS, shall include a walkaround of the site and a review of workplace conditions and work practices. The Subcontractor HSS shall document any deficiencies and corrective actions in a logbook.

### **14.2 Weekly Inspections (Site Supervision)**

The PMC Subcontractor shall perform formal weekly inspections of the active field work area(s). The inspection shall be performed by the first line supervisor, superintendent, or equivalent supervisory position and the Subcontractor HSS, in conjunction with the assigned PMC Project Manager or designee. Employees and/or employee representatives shall be afforded the opportunity, and encouraged to participate in weekly inspections. The PMC Subcontractors shall schedule the time of the weekly inspection in advance with the PMC Project Manager or designee. The inspection shall include a review of work activities and an evaluation of compliance with established HASPs, a walkaround of the site, physical facility safety, and employee work practices.

The inspection shall be documented using the form shown in Figure 14-1 or equivalent. The form shall identify the name of the inspector(s), the date of the inspection, the work area inspected, and a description of the inspection findings. Both compliant and noncompliant inspection findings shall be identified. Inspection findings and recommended corrective actions shall be clearly identified. Closure of findings shall be documented on the form by entering the date of corrective action and the name of the person who completed or verified the corrective action. If the actual corrective action is significantly different from the recommended corrective action, this change shall be noted on the form.

### **14.3 Monthly Inspections (Site and Project Management)**

The PMC Subcontractor shall perform monthly inspections of their active field work area(s). The PMC Subcontractor's site manager, in conjunction with the PMC Project Manager or designee, shall perform the inspection. Employees and/or employee representatives shall be afforded the opportunity and encouraged to participate in monthly inspections. The inspection format and documentation shall be the same as the weekly inspection. The Weekly Inspection is not

required the week that a monthly inspection is performed. The PMC Subcontractors shall schedule the time of the monthly inspection in advance with the PMC Project Manager.

#### **14.4 Quarterly Inspections (Program Management)**

The PMC Program Manager and the PMC Health and Safety Manager or their designee will perform quarterly inspections of representative work areas in the CRA. The inspection format and documentation shall be the same as that of the weekly inspection. The PMC Subcontractor(s) shall participate in Quarterly Inspections.

#### **14.5 RVO Inspections**

The RVO may conduct worksite inspections at any time. Additionally, the RVO may, at their discretion, participate in any of the inspections required by this HASP. The PMC Subcontractor(s) shall participate in RVO Inspections.

#### **14.6 Corrective Action**


Corrective actions shall be implemented in a timely manner and tracked through completion. Findings for weekly, monthly, or quarterly site inspections not completed or verified by the next scheduled inspection shall be reentered on the subsequent inspection form (with the date of the original inspection added at the end of the corrective action). Corrective actions should be carried forward on each subsequent inspection until the corrective action is completed and verified.

The PMC Subcontractor shall implement corrective actions to inspection findings at the time of the inspection, where feasible. Interim corrective actions shall be implemented as necessary for areas that present an immediate hazard to site workers. Interim corrective actions may include suspension of work, barricading unsafe areas, posting of warning signs or other similar measures to effectively mitigate the immediate hazard.


#### **14.7 Safety Observer Program**

Where required by Subcontract, the PMC Subcontractors shall implement a Safety Observer Program. As part of this program, daily worksite observations will be made and feedback provided to other workers at least once per week. The Safety Observations of the Day form and Safety Observer Program instructions are provided in Figure 14-2. The Safety Observer program for PMC employees is described in PMC HS 008, Safety Observer Program.


**Figure 14-1 Site EHS Inspection Form**

	PROGRAM MANAGEMENT CONTRACTOR ROCKY MOUNTAIN ARSENAL		<h2>SITE EHS INSPECTION FORM</h2>
<b>Site Information:</b>			
Implementation Project:		Date of Inspection:	
Company(s):		Type of Inspection: <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly	
Tasks or Activities Observed:			
<b>Persons Conducting Inspection:</b>			
Name	Company	Name	Company
<b>A. General Workplace Conditions</b>			
Category	Observations (N/A if Not Applicable)	Action required <input type="checkbox"/> Yes <input type="checkbox"/> No	
Walking/Working Surfaces			
Aisles and Passageways			
Platforms/Scaffolding			
Ladders			
Stairs			
Exits/Egress			
Roadways			
Excavations/Trenches			
Ventilation			
Lighting			
Noise Exposure			
Ergonomics			
Potable Water			
Sanitation Facilities			
Temperature Extremes			
<b>B. Hazardous Materials Use &amp; Storage</b>			
Category	Observations (N/A if Not Applicable)	Action required <input type="checkbox"/> Yes <input type="checkbox"/> No	
MSDSs Available			
Material Labeling			
Storage Conditions			
Storage Containers Condition			
Chemical Storage Compatibility			
Compressed Gas Storage & Use			
Waste Storage/Disposal			

**Figure 14-1 Site EHS Inspection Form (continued)**

	<b>PROGRAM MANAGEMENT CONTRACTOR ROCKY MOUNTAIN ARSENAL</b>		<h2 style="margin: 0;">SITE EHS INSPECTION FORM</h2>
<b>C. Motor Vehicles &amp; Power Equipment</b>			
Category	Observations (N/A if Not Applicable)	Action required <input type="checkbox"/> Yes <input type="checkbox"/> No	
Motor Vehicles Have Co. Signs			
Seatbelts & Back-up Alarms			
Dozer Equipment			
Scraper Equipment			
Road Grader Equipment			
Water Trucks			
Front End Loader/Backhoe			
Cranes/ Hoists & Rigging			
Forklifts			
Other Heavy Equipment			
<b>D. Hazard Controls</b>			
Category	Observations (N/A if Not Applicable)	Action required <input type="checkbox"/> Yes <input type="checkbox"/> No	
General Site Controls			
Work Zone Delineation			
Lockout Systems			
Accident Prevention Signs and Tags			
Barricades			
Hole Covers			
Electrical Grounding & GFCI Use			
<b>E. Emergency Systems</b>			
Category	Observations (N/A if Not Applicable)	Action required <input type="checkbox"/> Yes <input type="checkbox"/> No	
Emergency Instructions			
Fire Protection			
Eye Wash and Showers			
First Aid Kits/Stations			
Emergency Rescue Equipment			
<b>F. Protective Equipment Use &amp; Compliance</b>			
Category	Observations (N/A if Not Applicable)	Action required <input type="checkbox"/> Yes <input type="checkbox"/> No	
Eye Protection			
Ear Protection			
Respiratory Protection			
Head Protection			
Hand Protection			
Foot Protection			
Body Protection			
Fall Protection			

**Figure 14-1 Site EHS Inspection Form (continued)**

	<b>PROGRAM MANAGEMENT CONTRACTOR ROCKY MOUNTAIN ARSENAL</b>		<h2 style="margin: 0;">SITE EHS INSPECTION FORM</h2>
<b>G. Hand/Power Tools and Power Systems</b>			
Category	Observations (N/A if Not Applicable)	Action required <input type="checkbox"/> Yes <input type="checkbox"/> No	
Hand Tools Condition			
Portable Power Tools Condition			
Welding/Burning Equipt. Condition			
Power Tools Guarding			
Electrical Power Generator			
Pneumatic Power Generator			
<b>H. Remediation Waste Management</b>			
Category	Observations (N/A if Not Applicable)	Action required <input type="checkbox"/> Yes <input type="checkbox"/> No	
Waste Properly Categorized			
Cross Contamination Minimized			
Containers in Good Condition			
Waste Storage			
Staging/Stockpiling of Soil/Debris			
Decontamination Water			
<b>I. Project Environmental Programs</b>			
Category	Observations (N/A if Not Applicable)	Action required <input type="checkbox"/> Yes <input type="checkbox"/> No	
Dust Control			
Odor Control			
Oil and Spill Prevention			
Stormwater/Erosion Control Activities			
<b>J. Environmental Management System</b>			
Category	Observations (N/A if Not Applicable)	Action required <input type="checkbox"/> Yes <input type="checkbox"/> No	
Pollution Prevention			
Recycling			
Paper Conservation			
EHS Continual Improvement			
Employee Participation			
<b>K. Other Environmental Safety and Health Conditions or Work Practices</b>			
Category	Observations (N/A if Not Applicable)	Action required <input type="checkbox"/> Yes <input type="checkbox"/> No	

[illegible]

exist

**Figure 14-2. Safety Observations of the Day Form and Guidelines**

SAFETY OBSERVATIONS OF THE DAY			
Activity	Safe	At-risk	N/A
<b>Body position:</b>			
Out of line of fire of machine, machine parts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Makes eye contact with operator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proper lifting procedure used (back straight, load close to body, feet shoulder width, good balance, handholds, lift with legs and arms - not back)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Positions work to ensure good posture, no awkward positions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Proper PPE for task:</b>			
Eye/face	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Head	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Foot	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Body	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respiratory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Proper tools/equipment:</b>			
Tools in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Used properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Equipment Operations:</b>			
Equipment in safe working condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seat belt fastened	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safe Speed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works from stable base	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safe slope operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Looks behind when backing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doesn't lift over people, truck cabs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other Observations:</b>			
<b>Total Observations</b>	_____	_____	
<b>% Safe</b>	_____	_____%	

**Comments** \_\_\_\_\_

**Observer** \_\_\_\_\_ **Date** \_\_\_\_\_

**Project** \_\_\_\_\_ **Subcontractor** \_\_\_\_\_ **Activity** \_\_\_\_\_

**Figure 14-2 Safety Observations of the Day Form and Guidelines**

## **GUIDELINES FOR SAFETY OBSERVERS**

### **1. Overview**

Each week, one field person is selected to spend time during each day observing field activities and to provide constructive feedback and to recognize/reinforce safe behavior.

### **2. Benefits**

- Involvement of field personnel
- Provides opportunity for workers to suggest improvements
- Can provide real-time positive reinforcement
- Provides opportunity for recognition with peers (tailgate meetings)

### **3. Process**

- PMC HS representative will explain program to each Subcontractor HS Supervisor.
- An individual is selected by the Subcontractor each Monday during the daily safety meeting to be Safety Observer of the Week.
- Subcontractor Health and Safety Supervisor reviews observation form and ensures that the individual understands the safe behaviors that are expected in the field.
- Each day, the observer performs the following:
  - Observer observes operations and looks for safe behaviors and substandard behaviors.
  - If the opportunity presents itself, observer provides positive reinforcement.
  - If observer identifies unsafe behavior, observer either addresses the situation or brings it to the attention of the supervisor. *The Subcontractor should provide guidance to observer on how to respond.*
  - Observer records observation on form. No names are used.
  - Observer reports observations at each of the daily safety meetings during the week. No names are used for substandard behaviors.
- Subcontractor maintains forms.